Student Activities Fee Funding Guide
2018-2019

Student Organization
Financial Manager’s Guide

Student Leadership Development
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THE GUIDE
This guide will aid financial managers of student organizations receiving funding from Student Activities Fee allocations. The procedures and guidelines contained within this guide are important for funded groups and should be carefully reviewed.

Student Activities Fees are subject to all rules and regulations that apply to the College of William and Mary and the State of Virginia as well as those set forward by the Student Assembly. Policies, rules, and regulations are subject to change to keep in compliance.

CONTACTS
The Student Activities fee is administered by the Office of Student Leadership Development (SLD), on behalf of the Student Assembly. If you have any questions regarding the procedures outlined, please contact the SLD Office located on the second floor of the Campus Center, Suite 203. The specific individuals listed below may also be able to provide assistance:

STUDENT LEADERSHIP DEVELOPMENT STAFF

<table>
<thead>
<tr>
<th>Chelsea Spady</th>
<th>Trici Fredrick</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Operations Specialist</strong></td>
<td><strong>Associate Director</strong></td>
</tr>
<tr>
<td><strong>Finances</strong></td>
<td><strong>Events and Contract Assistance</strong></td>
</tr>
<tr>
<td><a href="mailto:ctspady@wm.edu">ctspady@wm.edu</a> 757-221-3271</td>
<td><a href="mailto:trici@wm.edu">trici@wm.edu</a> 757-221-3300</td>
</tr>
<tr>
<td>Campus Center Ballroom Suite 4</td>
<td>Campus Center 209</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regina Calvin</th>
<th>Jennifer Leung</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Coordinator</strong></td>
<td><strong>Associate Director</strong></td>
</tr>
<tr>
<td><strong>SLD Services</strong></td>
<td><strong>TribeLink Support</strong></td>
</tr>
<tr>
<td><a href="mailto:rcalvin@wm.edu">rcalvin@wm.edu</a> 757-221-3269</td>
<td><a href="mailto:jaleng@wm.edu">jaleng@wm.edu</a> 757-221-3441</td>
</tr>
<tr>
<td>Campus Center 203</td>
<td>Campus Center 208</td>
</tr>
</tbody>
</table>
STUDENT ACTIVITIES FEE BUDGET FUND GUIDELINES

The allocation of the student activities fee is determined each spring semester by the student members of the Executive Appropriations Committee (EAC) with confirmation and approval from both branches of the Student Assembly. Student organizations who are approved receive a “student activities fee budget.” The guidelines below are provided in consultation with State and College requirements and the desired outcomes of Student Assembly.

- Student Activities Fee budgets are allocated for specific activities and events sponsored by recognized student organizations that are accessible and of benefit the College community.

- Student Activities Fees should not be considered as the sole source of funding for an activity or event. Co-sponsorship with College departments and other sources is encouraged.

- Events hosted early in the year, in order to promote student involvement, may receive special consideration from the Student Assembly.

- The total allocation for an activity may be used as necessary, provided the use complies with the Student Activities Fee Funding Guidelines and the item was not specifically denied in the original budget request.

- In some instances the EAC may have placed limitations on specific items within the individual budget. If applicable, these limits are marked on the budget sheet.

- Funds may not be reallocated from one approved event to another.

- Funding that has been allocated for an activity or event must be spent before using any additional funds from other sources, including those which may have been approved from the Activity and Event Fund.

- Funds are administered by the SLD Office; as such all requests for use of funds are processed through the College’s General Accounting Office. Therefore, it is not possible to receive any form of payment from the SLD Office at the time of submission of receipts, invoices, or contracts.

- ORGANIZATION FUNDS DO NOT CARRY OVER FROM YEAR TO YEAR. At the close of the academic year, all organization accounts will be balanced to zero.
The College has requested that all payments be made by College Check or College Credit Card. Reimbursements WILL NOT be processed. Please plan ahead, allowing sufficient time for ordering and delivery of items.

For questions about arranging payments contact:

**Chelsea Spady**
Financial Operations Specialist
Campus Center Suite 4
Email: ctspady@wm.edu
Phone: 221-3271
FINANCIAL MANAGER RESPONSIBILITIES

- **ACCESS FUNDS:** The primary contact or financial manager for your organization must complete the training in Blackboard and attend a Budget Distribution Session offered in early in the Fall Semester.

- **TRACK EXPENSES:** The use of TribeLink Finance allows the President/Primary Contact and/or Financial Manager to see live transactions within their account in order to better manage the organizations budget.

- **KEEP RECORDS:** The financial manager of each organization is responsible for maintaining detailed records of the organization’s budget activity. These records should include all expenditures and revenues. Additionally, organization records should balance with TribeLink Finance and the records kept by the SLD Office.

- **RETAI N RECORDS:** These records should be retained for 3 years and be available for audit upon request. Records should be turned over each year to newly elected officers.

- **ADVISE ALL MEMBERS:** The organization’s financial manager shall be responsible for advising all members of the organization of the regulations and guidelines contained in this booklet.

- **CHECK OFFICIAL W&M EMAIL:** All organizations are assigned an official W&M e-mail address by the College. This will be the main source of communication regarding student fee funding. Contact the SLD Office if confirmation of email and/or password reset is needed. (leadership@wm.edu)

- **ORGANIZATION UPDATES:** All organizations are requested to keep their information updated with the SLD Office. Information collected is used for all notifications (financial and otherwise) distributed to recognized student organizations from the SLD Office and other campus entities. **Update your organization’s information online via tribelink.wm.edu**
FINANCIAL MANAGER RESPONSIBILITIES CONTINUED:

DEPOSIT PROCEDURES FOR SA FEE ACCOUNTS

For monies deposited into a College Student Activities Fee Account.

• DO NOT HOLD CHECKS OR CASH. All checks or cash must be deposited within the same week received or upon accumulation of $100, whichever comes first.

• The Bursar’s Office will not take checks for deposits that are over 30 days old. If such should occur contact the company or person to verify that the check will be covered and attach a memo to this fact. Include the contact person and the date of your conversation.

• Do not send deposits through campus mail. Deposits must be hand delivered to the SLD Office.

• When submitting deposits, do not leave them in an empty office or on an office door. If no one is available in an individual office, check with office manager in the main suite. Consider calling or emailing before delivering a deposit to avoid an unnecessary return trip.

• Submit a Deposit Record with each deposit. This form can be found online.

• Do not mix more than one type of deposit or revenue source on a deposit sheet. Separate by type (ad revenue, subscriptions, royalties, t-shirt sales, etc.).

⇒ List the source of revenue collection. This will help in tracking projected revenue balances.

ADDITIONAL FINANCIAL CONSIDERATIONS

SET UP FOR STUDENT ORGANIZATIONS EXTERNAL ACCOUNT

If your organization needs to receive payment from the College for any reason, the group must obtain an EIN NUMBER from the IRS and completed a Substitute W-9 form. (See the EIN Quick Guide in the guides section at the back of the book.) Substitute W-9 form can be found out the SLD website. wm.edu/leadership under Funding Forms.

DIRECT DEPOSIT TO STUDENT ORGANIZATIONS EXTERNAL ACCOUNT

The College is unable to write checks to student organizations who have outside checking accounts. Payments to these student organizations will be deposited directly into the organization’s outside checking account.

• If an organization is to receive payment from the College, they must completed an Authorization Agreement for Direct Deposit of Payments form and email it directly to the College Disbursement Office.

• Email: disbursements@wm.edu.

• Form can be found on the SLD website.

• EIN and Substitute W-9 must also be on file with the College
PROHIBITED EXPENSES

Student Activities Fees CANNOT be used for the following:

- Politically partisan activities in support of or in opposition to a candidate or political party
- Purchases solely for the purpose of religious worship or devotion, regardless of the viewpoint
- Activities for which academic credit is received
- Alcoholic beverages or tobacco products (including ABC license fees, bartenders_servers, etc.)
- Individual Admission or Intramural Fees (such as golf, baseball games, etc.)
- Memorabilia, yearbooks, photo albums, or any items that are solely group specific. (Printing or purchasing personalized stationary, envelopes, business cards, thank you cards or Envelopes and Postage for same)
- Plaques, Awards, Certificates, Prizes, Gifts, Honorariums (for guest speakers, competitions, organization members, contests or any activities/events)
- T-Shirts or any other item that may be considered a personal possession (such as water bottles, stickers, etc.)
- Sam’s Club or Costco memberships for individual organizations
- Organizational pages in yearbooks
- Expenses for homecoming floats
- Sales Tax

UNAUTHORIZED PURCHASES

- If any organization member arranges for purchases/services without proper authorization, the payment responsibility will rest with the individual arranging the request. Neither the organization nor the College will be liable for payment.

- Individuals who become responsible for unauthorized purchases could face disciplinary action by the College. It is imperative each member of the organization understands the purchasing procedures.

- Violation of the State, College and Student Assembly Purchasing Guidelines could jeopardize an organization’s future funding.
EXPENSES

Each organization has such different needs but overall expenses fall into the following categories.

<table>
<thead>
<tr>
<th>OPERATIONAL EXPENSES</th>
<th>PURCHASE PROCESSING TIME</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costumes or Uniforms</td>
<td>5 business days</td>
<td>Approved allocations for apparel worn by members to perform. Provide website for order.</td>
</tr>
<tr>
<td>Office Supplies Order (pens, paper, binders etc.)</td>
<td>5 business days</td>
<td>Office and computer supplies have to be purchased from specific vendors.</td>
</tr>
<tr>
<td>Computer Supplies</td>
<td>5 business days</td>
<td>When possible provide the Amazon link. We have Amazon Prime. If item can not be purchased from Amazon provide website were items can be purchased.</td>
</tr>
<tr>
<td>Non-Office Supplies Order</td>
<td>7 business days</td>
<td>Approved allocations for shipping or mailing goods on behalf of your organization.</td>
</tr>
<tr>
<td>Postal Service</td>
<td>3 business days</td>
<td>Approved allocations for shipping or mailing goods on behalf of your organization.</td>
</tr>
</tbody>
</table>

The following tables will provide you with a list of typical expenses in each category and a brief explanation as well as the processing time for a Purchase Request. We must receive the Purchase Request from your organization in the number of business days indicated. Purchase Requests will be created in TribeLink, as explained later in the guide (page 25).
**PRINTING**

All printing utilizing SA funding must be completed through the campus Print Shop located in Swem or on the SLD Copy Machine. Prior approval is required. You will not be reimbursed for printing.

**PRINT SHOP**

- Before submitting any printing project to the Print Shop, you must request a job number assigned and obtain an authorization sheet through the SLD Office. The Print Shop cannot print your project without this approval form.

- Upon print completion, the Print Shop will provide a printing slip indicating the job number and amount charged. You must return this slip to the SLD Office in order to verify the amount of the charge.

- Additional authorizations will not be allowed if your organization has any outstanding prior authorization and/or the charge slip has not been returned.

- Charges for printing will be billed directly to your account.

- The maximum allotment for publicity per event is $7

**PRINT SHOP Calculations for Printing Publicity (here’s what $7 will print)**

- B&W on white paper: 110 copies
- B&W on color paper: 78 copies
- Color on white paper: 15 copies

*Prices are subject to change.*
SLD COPY MACHINE

- If your organization has funding budgeted for General Printing, an access code to the copy machine may be obtained through the SLD Office. (Regina Calvin can assist).
- Your account will be charged each month for the total number of copies made.
- Organizations are solely responsible for copies made through their access code. Advise all members to safeguard your copy code.
- If your organization does not have funds budgeted for General Printing and would like to utilize an alternative funding source, an access code may still be obtained. You will be invoiced monthly for use.
- Copy cost is $.07 per page/side.

PUBLICATIONS PRINTING (Media Council Groups Only)

- The final decision to award printing contracts for large publications will be left to the College Procurement Office.
- Detail specifications of printing jobs, previously processed by contract through the SLD Office, remain on file as recorded in the State Purchasing Department in Richmond.
- The time period for obtaining a vendor for large printing jobs over $5,000, which must be put out on public bid, is approximately 8 - 10 weeks.
- Students do not have the authority to approve or award printing contracts.
- All bids must be obtained through the Procurement Office and confirmed by written contract.
- Payment requests should be submitted prior to printing.

PRINTING MERCHANDISE & GIVEAWAYS

- Student Organization Budget Funds cannot be used to purchase T-SHIRTS or other giveaway items such as water bottles, stickers, etc.

USE OF COLLEGE TRADEMARKS

The College of William and Mary name and symbols are trademark registered. If your organization wishes to obtain products printed with the William and Mary name and/or symbols, the design must be in accordance with the visual identity approved by the College.

- For approval of a design contact creative services: creative@wm.edu
- If you have questions regarding the vendor you will be using, or need the name of a licensed vendor, contact the Office of Auxiliary Services.

Eden Harris  Associate Director of Marketing (Licensing)  erharris@wm.edu  757-221-4821
<table>
<thead>
<tr>
<th>EVENT EXPENSES</th>
<th>PURCHASE PROCESSING TIME</th>
<th>EXPLANATION</th>
</tr>
</thead>
</table>
| Advertising and Publicity     | 5 business days          | SLD Copy Machine to make black and white copies.  
Print Shop orders require Authorization Form. This is provided to you post request.  
For Geofilters provide weblink. |
| (Flyers max $7)               |                          |                                                                                                                                          |
| Decorations and Supplies      | 7 business days          | When possible provide Amazon link. We have Amazon Prime.  
If item can not be purchased from Amazon provide website were items can be purchased. |
| Contracted Services           | 30 business days         | Payment for services that require a contract to be signed.  
-Speaker  
-Performer  
-DJ (max $275).                                                                                         |
| Building Rental               | 15 business days         | Provide invoice and contact details for facility.                                                                                                |
| Facility Management Services  | 15 business days         | Scheduling Office will send the bill to Chelsea.  
Purchase Request needed in order to pay.  
-tables and chairs  
-power                                                                                                   |
| Security                      | 15 business days         | SLD Office will send the bill to Chelsea.  
Purchase Request needed in order to pay.                                                                 |
| Audio Visual                  | 15 business days         | Provide invoice and contact details for services.                                                                                           |
CONTRACTS/AGREEMENTS PROCEDURES

- The preferred method of contract is through the use of the College of W&M Standard Service/Performance Agreement. Please use this form whenever possible. Forms are online.
- **Contracts must be signed by a College administrator.** This signature will be obtained after you bring the contract to the SLD Office. This is not to be signed by student representatives.
- Contracts/Agreements must be signed by both parties prior to the event.
  - Students/Organization Representatives do not have the authority to negotiate and sign contracts/agreements as College representatives.
  - All contracts must be signed by the artist/service provider first, submitted to the SLD Office for review and to receive the authorized College signatures.
- **If any organization member enters into a contract/agreement the payment responsibilities will rest with the individual.** Neither the organization nor the College will be liable for payment.
- When filling out contracts/agreements please print or complete using computer. If there is any question in reading the required information, payment will be delayed until verified.
- **Contracts/agreements must be submitted prior to the event occurrence.** Contracts/agreements submitted following an event will not be processed and will be the responsibility of that organization to fulfill from funds not associated with the College.
- The College will not be held liable for any problems that may occur because of the negligence of an individual student or organization.
- Payment will be made in accordance with the terms outlined in the agreement.
- **Students, Faculty and Staff cannot be contracted for services.**
- Vendors must complete and sign a Substitute W-9 form and submit with the contract.
- Foreign vendors must complete and sign a W-8 form and submit with the contract.

We DO NOT reimburse speakers/performers for travel expenses. These expenses must be paid by contract in the amount awarded to cover travel costs. If a fee is being charged, that amount would be added to the fee.

NOTE: If you are not using College funds, these processes are not necessary; however, it is recommended your organization reviews and considers them for best practices.

If you need help with contract negotiations please contact Trici Fredrick, trici@wm.edu.
PAYMENT OF CONTRACT/AGREEMENTS

- All contract/agreement fees must be paid directly by the College to comply with IRS regulations.
- Individuals and/or organizations cannot pay a contract/agreement fee and submit for reimbursement. Reimbursement will not be processed.
- When requesting payment you must also submit a completed SA Payment Request Form signed by the organization’s financial manager authorizing funds to be charged against the funding award.
- Students are encouraged not to pay deposits. If necessary, bring to the attention of the Financials Operations Specialist.
- If the contract states that the vendor will provide an invoice, we will need an invoice in addition to the contract to process payment. If it does not state that an invoice will be provided, we will not need one.
- In order to obtain a check for the day of an event, the contract must state payment is required on that date. Contracts requiring payments for the day of must be submitted to the SLD Office no later than 10 business days prior to the event.
- Contracts/agreements received within 10 business days of the event will be paid 10 business days after the event or 10 business days from the date the contract/agreement is received, whichever is later.
- The 10 business day period begins on the date that ALL necessary documents have been received by the Office of the Student Leadership Development.
- In the event a contract does not specify a payment date, payment will be paid according to the State of Virginia Prompt Payment Rule (30 days from the date of the event for which service was provided).

TRAVEL EXPENSES FOR GUEST SPEAKERS/PERFORMERS

- Should be included in the contract to cover costs for the speaker or performer. The only expense we will assist with is:

  LOCAL LODGING ACCOMMODATIONS

- If lodging costs are provided from Student Activities Fees, the lodging reservation must be made through the SLD Office. Forms are available in Campus Center RM 203.
- The State of Virginia has set limits on the amount that can be paid per night for guest speakers/performers in Williamsburg. By arranging lodging through the SLD Office you are ensured not to exceed the state limit and additionally, you will receive the College’s reduced rate.
FACILITIES MANAGEMENT SERVICES

Items for events (such as tables, chairs, staging, access to electricity, etc.) are available through facilities management via a work order request.

- All work order requests for student organization events must be submitted through the Scheduling Office located in the Campus Center, 2nd floor, CORT Suite.
  - Do not contact Facilities Management directly or go through another department to arrange these services.
- Organizations are liable for any damages to property during the duration of the rental.
  - This includes deliveries left unattended and/or overnight.

FACILITIES MANAGEMENT SERVICE CHARGES

- There is a charge for these services. If your budget includes funds for these expenses, the charges will be directly billed to your account. If your budget does not allot funding for these type of expenses, you will be invoiced and the organization is expected to reimburse the charges.

  Pick Up Rentals:  Tables $7.50/each  Chairs $1.60/each  Trash Cans $3.00/each

  Delivery & Return Minimum Charge:  $65.00/hr (Regular Monday-Friday 8am-3pm)
  $95.00/hr (Overtime after 3pm and weekends)

*Students will not be charged delivery fee if they pick up any rentals themselves.

*The Scheduling Office has 2 tables and chairs available for free on a first come first serve basis. Coordinate this with the Scheduling Office.

AUDIOVISUAL EQUIPMENT

AV for events and activities held in the Sadler Center are available to student organizations at no charge. Requests may be made online through the Sadler Center Webpage under Event & Meeting Planning. On this page you will see the link for the A/V Request Form.

Determine your A/V needs and submit an A/V request form at least 5 business days prior to your event. If you will need a technician present for the duration of your event, you must submit your request at least 10 business days in advance.

Additional AV resources may be available through SWEM Media Center.
EVENTS WITH ALCOHOL

Student organizations who wish to host a social event with alcohol are required to have a representative (the event manager and server) at the event who has completed formal training. Contact the Office of Health Promotion at ohp@wm.edu to sign up.

To review the Events Where Alcoholic Beverages are Served Policy visit the Dean of Student’s website.

SECURITY

Required for outdoor events with alcohol, large crowd events, events open to the public, events where money is collected for entrance.

Security Request Form is located on the Student Leadership Development website.

MOVIE SCREENING

Thinking About Hosting Movie Screening? Here’s what you need to know:

- The College of William and Mary recognizes and complies with the Federal Copyright Act which governs how copyrighted materials, such as movies and documentaries, may be used.
- Pre-recorded video and streaming (Netflix), are for HOME USE ONLY. Public Performances (which is generally any screening hosted by a recognized student organization) in a space you have scheduled is not allowed by law. If your group wishes to show video/media on campus, you must obtain a Public Performance License.
- A fee is attached to each license. These fees vary according to size of audience, what movie you choose, and how the video/media is shown.
- For more information and to obtain a public performance license, contact Student Leadership Development leadership@wm.edu.

STUDENT ACTIVITIES FEE FUNDING-EXPENSE LIMITATIONS

- Banners Max $50 (can only be requested once every 5 years)
- Food Max $20 for Welcome/Interest Meeting (once per year)
- Decorations Generally $20 per event
- Security for events must be scheduled through the SLD Office
- Geofilters Social Media Ads
<table>
<thead>
<tr>
<th>FOOD EXPENSES</th>
<th>PURCHASE REQUEST TIME</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome / Interest Meeting Snacks (max $20)</td>
<td>5 business days</td>
<td>“Food Lion Card” process. Snacks, beverages or serving supplies that are allocated.</td>
</tr>
<tr>
<td>Grocery Items</td>
<td>5 business days</td>
<td>“Food Lion Card” process. Snacks, beverages or serving supplies that are allocated.</td>
</tr>
<tr>
<td>Catering</td>
<td>15 business days</td>
<td>Catered meals are only approved for events where food is integral to the event (such as a cultural experience).</td>
</tr>
</tbody>
</table>

**PURCHASING GROCERY ITEMS/SERVING SUPPLIES**

**RESERVE THE FOOD LION CARD**

A Food Lion charge card is available for organizations to use to purchase grocery items and serving supplies. You must first submit a Purchase Request in TribeLink.

After gaining approval for this purchase you will receive an email with instructions. The instructions will guide you to visit the main SLD office to sign out the Food Lion Charge Card. At the check out process you will receive further instructions for completing the purchase in store and returning the card with required payment form and receipts.

*Regina Calvin SLD 203 manages the reservation process.*

**CATERED MEALS**

William & Mary has implemented a new process for on-campus catering that impacts how we buy food in the future.

- All catering orders for the college must go through the America to Go portal, which may only be accessed by the Financial Operations Specialist.
- Arrangements for food orders must be made in advance of your event by contacting the Financial Operations Specialist.
- Students can no longer create an order with a vendor and expect us to pay. DO NOT contact a vendor without prior approval from SLD.

**MEAL ALLOWANCES**

The State of Virginia has set limits (or “per diem”) on the total amount that can be spent for each daily meal per person.

<table>
<thead>
<tr>
<th>Meal</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$16.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$28.00</td>
</tr>
</tbody>
</table>
FOOD EXPENSES

In most cases, **food purchases are not permitted.** However, in some instances, these type of expenses are allowable if specifically budgeted for within an event or activity. The following exceptions apply to food expenses:

- Food or beverages as a meal for a visiting lecturer or entertainer or as a reception to accompany such an entertainer or speaker may be funded.

- Speaker receptions should consist only of refreshments or finger foods and not individual or buffet type meals. Receptions are not intended to replace meals.

- Colloquiums must be a planned educational discussion or guest speaking event held on campus. Like speaker receptions, only refreshment type foods will be covered.

- Food or beverage that is *integral* to the activity may be funded. This includes, but is not limited to, cultural events and activities where the food relates to the cultural theme and/or educational experience.

- Food expenses will not be covered for luncheon or dinner events with the exception of pre-approved activities where food is an integral part of the activity.

- Up to $20 for food, snacks or beverage for a single yearly welcome/interest meeting is permitted. Events must occur early in the fall or spring semester.

- Funding for beverages shall cover water, sodas, tea, coffee or juice (no specialty or energy drinks). Funding for alcohol is not permitted.

Food expenses WILL NOT be covered for organizational general membership meetings, committee sessions, election events, interviews or impromptu events.

Food expenses WILL NOT be covered for members eating out at restaurants as a group activity.

If you are in doubt about the type of food expenses that can be covered for an event please call the SLD Office prior to making arrangements.
<table>
<thead>
<tr>
<th>TRAVEL EXPENSE</th>
<th>PURCHASE PROCESSING TIME</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>15 business days</td>
<td>Provide details of trip. Local Lodging can be reserved with the SLD office manager. Regional or National lodging will require a meeting with Chelsea Spady.</td>
</tr>
<tr>
<td>Van Rental</td>
<td>15 business days</td>
<td>Vans can be reserved with the SLD office manager.</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>30 business days</td>
<td>Airfare, Bus or Train. Provide details of trip and a meeting will be needed.</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>10 business days</td>
<td>Provide web link and schedule a meeting with the Financial Operations Specialist. Membership fees will not be funded.</td>
</tr>
</tbody>
</table>

**TRAVEL EXPENSES FOR STUDENT ORGANIZATIONS**

**PROCEDURES**

- If your organization has funds allotted for travel, consult with the SLD Financial Operations Specialist for authorization before making arrangements.
- There are situations where we can pay in advance for some or all of your travel costs.
- When we can not cover costs in advance students will have to reimbursed.
- This is the only time our office will process reimbursements.

**TRAVEL EXPENSE REIMBURSEMENT**

- All reimbursement requests must be submitted within ten days of return of travel.
- In order to be reimbursed for travel expenses, proof of attendance and proof of payment must be submitted.
• Travel expenses paid by the individual or organization cannot be reimbursed until after the travel has occurred.

• In order to process payment to more than one traveler, reimbursements for all travelers must be submitted in order to coordinate costs.

• For registration fees, provide a list of names of all attending organization members.

• For lodging, provide a list of the names of all organizational members who stayed in each room. Whenever possible, these names should also be listed as guests on the hotel folio.

• When requesting reimbursement of travel expenses, a Travel Reimbursement Request form must be completed. This form is available online www.wm.edu/leadership.

• Reimbursements will only be made to the individual or organization who paid the original expenses. We discourage payment to parents, guardians, and other non William & Mary entities.

TRAVEL EXPENSES AND ACCEPTABLE RECEIPTS

PARTICIPATION OR REGISTRATION FEE

You must submit both of the following to be reimbursed:

• **Proof of Cost** - A copy of the registration form or brochure (this must show the dates and registration cost).

• **Proof of Payment** - An official paid receipt from the event, a copy of the cancelled check, or a copy of credit card statement. Document must show the event name and who made the payment.

LODGING

You must submit both of the following to be reimbursed:

• **Proof of Cost** - Submit original itemized statement/folio showing breakdown of room charges and related taxes. Statement must indicate that lodging costs have been paid and what form of payment was used. The Folio must show a zero balance.

• **Proof of Payment** - A copy of the cancelled check or a copy of credit card statement. Document must show the payment to vendor and who made the payment.

If more than one person shared the room list names of all occupants. The State of Virginia limits the amount that can be reimbursed for lodging in each area of the country. You will not be reimbursed for costs that exceed the per diem limit. Check with the SLD Office prior to travel to determine what the lodging allowance is for your travel destination.

MEALS WILL NOT BE REIMBURSED

• Student Activities Fees will not be used to reimburse for any meal expenses associated with student and/or organizational travel.
STUDENT ASSEMBLY VANS

The Student Assembly Van Fleet is intended to provide access to vehicles for recognized student organizations (not individual/personal use). Vans are managed by the Office of Student Leadership Development. There is a charge for utilizing this service.

VEHICLE USE POLICY

- Only recognized student organizations may reserve a van.
- The purpose of the trip or activity must be directly related to the stated mission of the organization.
- Authorization is for travel directly to and from the indicated destination.
- Travel is limited to the Commonwealth of Virginia or within a 250 mile radius of Williamsburg unless specific authorization for an exemption is granted by the SLD Office.
- Designated drivers must have a valid operator’s license, successfully complete a Van Certification Training Program offered by campus police, and had no moving violations posted to their operator’s license within the past year.

VAN CERTIFICATION TRAINING

- Van Certification Training occurs each semester. Check the SLD website for the training information www.wm.edu/leadership.

RATES

Half-Day Rental Rates & Parameters:

- Half-day rental includes any van use LESS than four hours and occurs weekdays between 8am-4pm
- Half-day rental rate is $50.00
- Travel up to 75 miles is included in a ½ day van rental
- Additional charge of .25/mile for any additional miles over 75 miles

Full-Day Rental Rates & Parameters:

- Full-day rental includes any van use MORE than four hours and/or occurring outside of regular business hours of the SLD Office (this applies to weekend reservations)
- Full-day rental rate is $75.00
- Travel up to 100 miles is included in a full day van rental
- Additional charge of .25/mile for any additional miles over 100 miles

RESERVING VEHICLES

- Reservations for use of vans must be made through the SLD Office. Forms are available from Campus Center Room 203. Please plan ahead.
PUBLIC TRANSPORTATION

Airfare, bus, train, taxi, etc. The College will only reimburse for economy class transportation cost. You must submit both of the following type documents:

- **Proof of Cost** - Passenger documentation showing traveler’s name, cost and class of ticket purchased

- **Proof of Payment** - Copy of cancelled check or copy of credit card statement showing the purchaser’s name.

PERSONAL VEHICLE

- Individuals will not be reimbursed for mileage for use of a personal vehicle. Original gas, toll, and parking receipts must be submitted for reimbursement. Receipts must be dated within the travel period.
TRIBELINK FINANCE

With TribeLink Finance, your organization can submit Purchase Requests for allocated funding. These requests allow for access to funds while also providing real-time updates and records. Primary contacts or members that have been granted finance permission in their organization are the only students able to submit requests on behalf of the organization. All requests will be approved and processed by the SLD office.

To access the system, log into TribeLink within the Manage system and navigate to the Action Center for your organization, open up the organization tool drawer, and select **Finance**.

ACCOUNTS

Next to the Purchase Requests tab you will see Accounts. By selecting Accounts you will see the individual accounts available to your organization. By selecting your organizations annual budget you will see the budgeted allocations for your organization for the upcoming academic year. Each line item provides detail about your approved allocation.

The “Available” amount will change once Purchases Requests are approved for the account. **The total funds marked as Available should be used to determine future Purchases Requests.**
It is important that you pay close attention to your allocations. Transaction line items should match budget allocations. When requesting funds your “subject request” should match your budget allocations. If you were allocated a DJ for your fall event then when submitting a Purchase Request you should request a DJ for your fall event.

PURCHASE REQUESTS

To submit a Purchase Request, click Create Purchase Request on the top right corner. Enter the required information as accurately and specifically as possible.

PAYMENT PROCEDURES

Once you have submitted a Purchase Request our office will be notified. We will follow up by communicating in the “Comments Section” of the submitted Purchase Request. Our office will provide instructions for your specific request. Follow the steps and instructions provided. In the event that you need more assistance email ctspady@wm.edu.
THE FOLLOWING SECTION WILL DEFINE **TYPES** OF PAYMENTS:

- Credit Card Purchases/ Online Payments
- Invoice Payments
- Direct Billing
- Direct Payment to Departments at W&M

**CREDIT CARD PURCHASES**

- The Financial Operations Specialist has a credit card for the specific use of completing transactions on line. When you provide a web link to items that can be purchased on line the credit card will be used. **WE PAY!**
- Verify with vendors if they accept credit card payments and indicated that response in the Purchaes Request.
- Student Leadership Development also has a PayPal account so vendors that take a PayPal payment may be allowed.
- Limitations on a credit card purchase will be discussed at the time of need.

**INVOICE PAYMENTS**

- Invoices must be paid on time! All invoices must be submitted to the office of the SLD Office immediately upon receipt to comply with the State of Virginia Prompt Payment Act.
- Payment requests will be dated as received by the SLD Office.
- If paying by College check, Vendors will be paid according to College guidelines (30 days after receipt of goods/services OR the date the invoice is received in the SLD Office, whichever is later).
- If paying by College Credit Card, vendors will be paid the next business day after goods/services are received OR the date the invoice is received by the SLD Office, whichever is later.
- If submitting an invoice that is past due, you must include a statement explaining the reason for delay.
- Submit the original itemized invoice by uploading the document to the TribeLink purchase request. Be sure to include all parts of the invoice so charges can be identified. Do not submit statements listing invoice numbers without the original itemized invoices.
- For payments needing a check cut each vendor must complete and sign a Substitute W-9 form. This must be submitted with the invoice for payment. Digital signatures will not be accepted for this form. Substitute W-9 form is online: [www.wm.edu/leadership](http://www.wm.edu/leadership)
- Sales Tax CANNOT be paid on any purchases. Please have the vendor delete sales tax from all invoices.
DIRECT BILLING

- Any charges directly billed to your account by the College (College Post Office, Copy Center, Student Activities Copying, Telecommunications, Facilities Management, etc.) will be shown on your organization’s accounting report.
- These charges should be recorded in your records against the proper line item.
- Backup documents for these expenses, if available, are kept in the Student Leadership Development Office. You may request a copy of these documents if you have a question regarding any direct charge.
- If you have any questions regarding any direct charges on your account please call the SLD Financial Operations Specialist 757-221-3271 to set up an appointment to go over your account.

DIRECT PAYMENT TO COLLEGE DEPARTMENTS

Direct payments to other college departments are made once the department has incurred the related expenses. Funds will be transferred to the department by a Journal Voucher (JV). In order to process reimbursement to another College department, the following must be submitted with the Payment Information Form:

- Department name
- Name and phone number of contact person within the department
- A copy of all paperwork submitted by the department for original payment
- A copy of the banner printout showing the charges to the account
- The Index number and account code to be credited

NOTE: Expenses paid by a College account can only be reimbursed back to the original account from which it was paid within the same fiscal year.
ADDITIONAL FUNDING SOURCES

ACTIVITY AND EVENT FUNDING
The Activity and Event Funding is available to recognized student organizations to provide financial assistance when planning activities and events. This funding is intended to provide organizations with assistance when planning events on campus for a wide spectrum of activities.

Events must be held on campus and be open to all W&M students. Examples would be events bringing speakers to campus who will challenge the academic community and/or provide a motivational message to the audience. Events which raise awareness of multiculturalism, cultural differences, ethnic heritage, and celebrating our proud legacies. Events that provide entertainment and showcase music, art, dance, theatre and comedy.

Requests should be submitted well in advance. A minimum of 30 days must be allowed for funding decisions. Pre-planning is necessary to avoid delays in arrangements and payments.

Go to: https://wm.campuslabs.com/budgeting to submit a budget request for Activity and Event Funding.
Contact ctspady@wm.edu should you need any assistance.

CONFERENCE FUNDING
The Conference Fund provides financial assistance to currently enrolled full-time W&M students. For information and upcoming deadlines see the SLD Website.

COMPETITION FUNDING
The purpose of this fund is to assist student organizations with competitive event costs that arise during the fiscal year that were not previously funded during the general budget cycle. These are events that an organization was unable to consider during the general budget request because they did not qualify for the opportunity at that time. Example: (newly formed competitions, advancement to national level)

- Funding for established competitions is not intended for use from this fund. This fund is for competitive events arising during the year that provide a financial hardship for that organization.
- The maximum amount granted to any organization will be $1,500 for an event.
- An organization will only be granted one request per fiscal year from Competition Funding.
- An organization will not be able to access money from this fund for more than two consecutive years. If an organization desires additional funding after that period, the organization should make a request for such funding in its annual budget.
- This funding has been established for competitions, not conferences.
- Competition funds can only be applied to registration costs, lodging or transportation.
- *Complete the Competition Funding Request Form on the TribeLink Student Assembly page.

Go to: https://wm.campuslabs.com/budgeting to submit a budget request for Competition Funding.
Contact ctspady@wm.edu should you need any assistance.
REVES CENTER INTERNATIONAL EVENT FUNDING
The Reves Center for International Studies offers funding opportunities to the students of William & Mary. These opportunities are intended to assist students with internationally-focused events including lectures and performances. Visit the Reves Center Website for more information.

ADDITIONAL RESOURCES

C.O.R.T. (Campus Organizations Resources and Training)
Located on the second floor of the Campus Center in the back of the Campus Organizations Resources and Training Suite, the C.O.R.T. offers resources to produce publicity for events and activities at no cost to recognized student organizations.

Training is required prior to use. A schedule of training hours will be posted in the CORT area each semester.

Available Equipment:
- Poster Maker (limit 2 large posters per event)
- Button Maker (limit 25 buttons per event)
- Sticker Maker
- Laminating Machine
- Die Cut Letter Press
- Paper Cutter
- Paper Shredder
- Computers
- Rolled Banner paper
- Electronic Cutting Machine

COMPUTERS
There are two computers located in C.O.R.T. These computers are available for recognized student organizations to use in preparing publicity for events. These machines are not for personal use. In order to log-in for use, you must have completed CORT training.
## ONLINE FORMS AND WHERE TO FIND THEM

<table>
<thead>
<tr>
<th>FORM</th>
<th>SITE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity and Event Funding</td>
<td>TribeLink</td>
<td>TribeLink Budgeting Website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budgeting link</td>
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<td>Student Leadership Website for Information</td>
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<tr>
<td>Competition Funding Request</td>
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<tr>
<td>Travel Reimbursement Form</td>
<td>SLD W&amp;M Website</td>
<td>Funding/Forms Link</td>
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<td>Deposit Record</td>
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<tr>
<td>Substitute W9 Form</td>
<td>SLD W&amp;M Website</td>
<td>Funding/Forms Link</td>
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<tr>
<td>Standard Contract/Agreement</td>
<td>SLD W&amp;M Website</td>
<td>Funding/Forms Link</td>
</tr>
<tr>
<td>Direct Deposit Agreement</td>
<td>SLD W&amp;M Website</td>
<td>Funding/Forms Link</td>
</tr>
</tbody>
</table>
EXPLANATION OF FORMS

Activity & Event Funding Request Form
The Activity and Event Funding is available to recognized student organizations to provide financial assistance when planning activities and events.

Competition Funding Request Form
The purpose of this fund is to assist student organizations with competitive event costs that arise during the fiscal year that were not previously funded during the general budget cycle.

Deposit Record Form
Use this form if you are submitting funds to be deposited into your account.

Direct Deposit Agreement Form (Student Organizations Only)
An organization looking to receive payment from the College must complete this form and submit it directly to disbursements@wm.edu.

Performance Contract/Service Agreement Form
Used for payment to Speakers, Bands, DJs, Entertainers, etc.

Travel Reimbursement Request Form
To be used by students who have been approved for reimbursement of travel expenses within their student organization budget. To process reimbursement, you will have to contact the SLD Financial Operations Specialist to complete the reimbursement process. Email ctspady@wm.edu.

Substitute W-9 Form
If you are submitting an invoice or contract/agreement to be paid directly by the College, you must have the vendor complete and sign this form and submit it along with your request for payment. Please make sure vendor has signed the form. Electronic signatures cannot be accepted.
**OBTAINING AN EIN NUMBER FOR YOUR ORGANIZATION**

Tax ID/Employer ID Number for Information for Registered Student Organizations*

**Tax ID / Employer ID Number (EIN)**

A Tax ID Number or EIN (Employer ID Number) is like a social security number for your organization. Student organizations are often in situations that require a Federal Tax ID Number (opening an organizational bank account, conducting fundraisers, etc.). Registered student organizations are not permitted to use the College’s tax identification number; therefore they are required to obtain their own EIN. The purpose of the EIN is so the IRS will not make any of an organization’s members personally responsible for taxes on revenue that the organization has earned.

To get a Tax ID number, you may contact the IRS and request a Form SS-4 (Application for Employer Identification Number) or visit their Web site in order to request an EIN, see the **Apply for an EIN Online** section below for steps to apply for an EIN online.

**Tax Exemption**

Student organization registration with the Office of Student Activities does not imply tax exemption.

Only College departments and offices may use College’s tax ID number. An organization wishing to apply for tax-exempt status must realize it is a complex and cumbersome process. An attorney specializing in this area is probably necessary because the laws and procedures written for qualifying as a tax-exempt organization are confusing and constantly changing. If a student organization is qualified for tax-exempt status, it most likely will be covered under 501(c)(3) or 501(c)(7) sections in the IRS tax code and would file a form 1023. The application process will take a minimum of six months, but may last more than year before a tax-exempt certificate is issued.

**Apply for an EIN Online**

The following steps were written to assist a registered student organization* with applying for an EIN online. If you have any technical issues or have questions regarding the form, please refer to the IRS’ help and support services.


2. Click the **APPLY ONLINE NOW** link at the bottom of the page.

3. Once you have read the instructions on the page, click the **Begin Application** button.

4. Select the **View Additional Types, Including Tax-Exempt and Governmental Organizations** option for the “What type of legal structure is applying for an EIN?” question and then click the **Continue** button.

5. Any of the following options may describe your type of organization: 1) Political Organization; 2) Church- Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the **Continue** button.

6. To confirm your selection click the **Continue** button.

7. Enter your first name, last name, and SSN/ITIN.

8. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the **Continue** button.

9. Enter the address information for your organization and click the **Continue** button when you are done.

10. Enter the requested information about your organization and click the **Continue** button when you are done. Repeat this step for the next screen requesting additional organizational information.

11. Select the **Other** option for the question “What does your business or organization do?” and click the **Continue** button.

12. Select the **Organization** option for the question regarding your business activity and click the **Continue** button.

13. From the list of organizational activities select the activity that best describes what your organization does (most organizations will select the **Social or civic** option and click the **Continue** button.

14. Select whether you would like to receive your EIN confirmation letter online or by mail and click the **Continue** button.

15. Once your receive the information, retain it in your student organization files for current and future leadership. Also, please feel free to provide the Student Organization Bank a copy.
EIN, W-9, ACH: Financial “Adulting” for Recognized Student Organizations

**Obtain an EIN**
This step is necessary to open a bank account

- An EIN is a tax identification number for an organization, issued by the IRS
- Apply here: http://www.irs.gov/businesses/small/article/0%2C00,0%2Cid%3D102767%2C00.html
- This does not grant your organization “Tax-Exempt Status” on purchases
- Keep the document you receive from the IRS in a safe space to pass down year to year through officer transition. Hint: save a copy as a PDF in your organization’s TribeLink documents (with appropriate privacy settings, of course)

**Complete the Substitute W-9 Form**
This is step 1 of 2 required to receive funds from W&M

- Once you have received an EIN from the IRS, you can complete a Substitute W-9 for W&M
- http://www.wm.edu/offices/studentleadershipdevelopment/funding/forms/index.php
- This will allow W&M to generate a Banner number for your organization
- When filling out the Substitute W-9, make sure the EIN and name of the organization are exactly as they appear on the letter you received from the IRS
- Submit the completed Substitute W-9 to the Office of Student Leadership Development

**Complete the Direct Deposit Authorization Form**
This is step 2 of 2 required to receive funds from W&M

- You will need to complete a Direct Deposit Authorization Agreement Form
- http://www.wm.edu/offices/studentleadershipdevelopment/funding/forms/index.php
- Information you will need prior to completing the form
- Banner number for the organization (which will be generated following the step above)
- Banking Institution, Routing, and Account Information
- Submit the completed Direct Deposit Authorization Agreement Form to the Office of Student Leadership Development
Quick Tips for using Student Activities Fee Funding

- Funds are not available for use until a **Statement of Responsibility** form has been submitted.
- All payments for goods or services are made by the College, not an individual or organization. Reimbursements WILL NOT be processed.
- Sales tax cannot be paid on purchases. Invoices must be provided without tax.
- Food expenses will not be covered unless it is specifically budgeted for an event. Payment arrangements should be made with the SLD Office. Reimbursed WILL NOT be processed for food purchases.
- Budgeted Welcome/Interest Events must occur early in the Fall semester. 
  (Maximum Allowances: $7 publicity, $20 Food.)
- A Food Lion charge card is available for the purchase of grocery items. Request and reservation of card can be made in advance with SLD Office.
- All online orders (Amazon, etc.) must be placed by the SLD Office. Please submit orders in advance, allowing sufficient time for ordering and delivery.
- All requests for payment must be submitted on a SA Payment Information Form. (form online)
- Office & Computer Supplies must be purchased through the SLD Office.
- Work Order requests for events must be submitted through the Scheduling Office.
- Lodging requests for guest speakers/performers must be made through the SLD Office.
- All printing must be done on at the Campus Copy Center in Swem or on the SLD Copy Machine with prior approval.
- All contract/agreement fees must be paid directly by the College to comply with IRS regulations.
- Students/Organization Representatives do not have the authority to sign contracts/agreements.
- W&M Students, Faculty and Staff CANNOT be contracted for services.
- The SA has several vans available for recognized student organizations to use. There IS a charge for using vans and must be reserved in advance through the SLD Office.
- The C.O.R.T. located on 2nd floor of the Campus Center) offers resources for event publicity at no cost to recognized student organizations.
- Activity & Event funding requests must be submitted at least 30-days prior to the event date via TribeLink online form.
- All forms and funding request applications are on the SLD website.
- Please update your organization’s information in TribeLink whenever there is a change.